



STATE OF ARKANSAS  
SECURITIES DEPARTMENT  
HERITAGE WEST BUILDING, SUITE 300  
201 EAST MARKHAM STREET  
LITTLE ROCK, AR 72201



TELEPHONE: 501.324.9260 FAX: 501.324.9268 INTERNET: [www.state.ar.us/arsec](http://www.state.ar.us/arsec)

## MORTGAGE BANKER/MORTGAGE BROKER/MORTGAGE SERVICER

### FAIR MORTGAGE LENDING ACT

### NOTICE OF CHANGES IN LICENSEE DATA AND BRANCH DATA

### INSTRUCTIONS FOR COMPLETING AND SUBMITTING FMLA FORMS 011 & 012

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING FMLA FORMS 011 AND 012.**

All information must be typed or printed legibly in ink. Please provide full and complete responses to each question. If a particular question does not apply enter "None" or "N/A" (not applicable); do not leave any item blank. ***Forms that are incomplete, improperly signed, or submitted without the required fees will not be processed.***

Licensees are required to keep all information on file with ASD current. If the information contained in any document filed with ASD is or becomes inaccurate or incomplete in any material respect, the licensee shall file FMLA Form 011, Notice of Changes in Licensee Data and/or FMLA Form 012, Notice of Changes in Branch Data correcting the information contained in the document within thirty (30) days from the date on which the change takes place. Any licensee that does not comply with this requirement shall pay a fine equal to Ten Dollars (\$10.00) for each day the licensee fails to file a correcting document, up to a maximum of Six Hundred Dollars (\$600.00).

**FMLA Form 011, Notice of Changes in Licensee Data.**

***FMLA Form 011, Notice of Changes in Licensee Data must be executed by the Applicant's President, Chief Executive Officer or Managing Principal.***

FMLA Form 011, Notice of Changes in Licensee Data should be used to report the following changes:

- Change in Licensee's name.
- Addition of an assumed name (DBA).
- New or corrected address, telephone number or fax number.
- Change in business activities.
- Addition of new principals, partners, officers, trustees, directors or managers.
- Removal of principals, partners, officers, trustees, directors or managers.
- Change of Licensee's Managing Principal. The new Managing Principal must complete FMLA Form 004, Managing Principal Personal Data and attach to FMLA Form 011, Notice of Changes in Licensee Data.
- Addition of new Arkansas licensed loan officers.
- Removal of Arkansas licensed loan officers.
- Change of location of records pertaining to mortgage loan transactions involving Arkansas consumers.

**FMLA Form 011, Notice of Changes in Licensee Data.** (Continued)

Please note that licenses are not transferable.

Control of a licensee shall not be acquired through a stock or equity purchase, transfer of interest, or other device without the prior written consent of the commissioner. Any person seeking to acquire control of a licensee shall:

- (A) ***Pay a fee of One Hundred Dollars (\$100);***
- (B) Submit to the commissioner the information required under A.C.A. § 23-39-505(a)(3)(D) and any other information deemed relevant by the commissioner;
- (C) Certify that the licensee continues to meet the qualifications under A.C.A. § 23-39-505.

The commissioner may refuse to give written consent if he or she finds that any of the grounds for denial, revocation, or suspension of a license under A.C.A. § 23-39-514 are applicable to the acquiring person.

**FMLA Form 012, Notice of Changes in Branch Data**

***FMLA Form 012, Notice of Changes in Branch Data must be executed by the Applicant's President, Chief Executive Officer or Managing Principal.***

FMLA Form 012, Notice of Changes in Branch Data should be used to report the following changes:

- Addition of a new branch office. ***There is an Application Fee of One Hundred Dollars (\$100.00) for each new branch licensed.***
- Closing of a branch office.
- New or corrected address, telephone number or fax number.
- Branch Manager change. New Branch Managers must complete FMLA Form 006-A, Branch Manager Personal Data and attach to FMLA Form 012, Notice of Changes in Branch Data.

Please mail the completed Forms and required fees to:

Arkansas Securities Department  
Heritage West Building, Suite 300  
201 East Markham Street  
Little Rock, AR 72201